

Quick Guide: Job Search Skills

If you are intending on doing more than just browsing through the job adverts in the paper or accessing the employment agencies' websites and you really feel motivated to find a new job, then you need an effective plan and **ten top tips** for success in your job search.

- 1. Have clearly defined job goals.** This is the first stage in effective job search. It is important to have clearly defined job goals in order to proceed through the rest of the stages.
- 2. Make sure that your goals are realistic** in terms of qualifications, experience, skills and training and understand the main tasks and skills required to do the job. Be realistic in relation to what is available in the job market.
- 3. Identify potential employers and use a range of methods for applying for jobs.** To be effective use many different sources to identify employers and focus on a range of methods of applying for jobs. There are many available: newspapers, internet, agencies, trade journals, networking, not forgetting friends and family!
- 4. Identify your strengths, skills and qualities.** Make a list of the activities you carry out in your job and in your leisure time and identify the skills and qualities associated with the tasks,
- 5. Have a good quality CV and write good quality letters.** Your CV is your own personal "advertisement", it is a sales and marketing document focusing on your skills and experience. Make your covering letter or e-mail brief, relevant, well written and presented.
- 6. Take your time completing application forms.** Try to analyse the advert before you begin. Make the content of the form neat, clear, persuasive, informative and above all believable.
- 7. Be well prepared for interviews.** Approach the interview in a positive frame of mind. Plan what skills, achievements and other points you wish to communicate to convince the employer that you are the right person for the job.
- 8. Make first impressions work for you.** Think positively and appear confident. Picture yourself enjoying the interview and answering the questions brilliantly.
- 9. Remain motivated** and cope confidently with setbacks in your job search.
- 10. Be prepared and enthusiastic about your new job!**

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